

**TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR PROPOSALS
BUILDINGS AND GROUNDS DIVISION
ELECTRICAL SERVICES TRADES
AT
TOWN OWNED AND OPERATED BUILDINGS AND SCHOOLS**

January 10, 2014

Sealed proposals for the services named above will be received at the Office of the Director of Finance until 11:00 a.m., Friday, January 31, 2014. Thereafter, proposals will be opened in public and read aloud.

Specifications and proposal documents may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski DPW Complex, 40 Moody Road, Enfield, CT 06082, telephone number (860) 763-7599 or the Town's website, www.enfield-ct.gov.

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities and to award the proposal deemed to be in the best interests of the Town.

A. Lynn Nenni, Director of Finance
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT
STANDARD INSTRUCTIONS TO PROPOSERS**

BUILDINGS AND GROUNDS DIVISION

ELECTRICAL SERVICES TRADES

AT

TOWN OWNED AND OPERATED BUILDINGS AND SCHOOLS

1. **INTRODUCTION**

The Town of Enfield is soliciting proposals for the above named services. If there are any conflicts between the instructions in these Standard Instructions to Proposers and any other proposal document(s), these Standard Instructions to Proposers shall prevail.

2. **KEY EVENT DATES**

Advertisement of Request for Proposals	January 10, 2014
Public Proposal Opening	11:00 a.m., Friday, January 31, 2014
Proposal Awarded (Not Definite)	February 7, 2014
Commencement of Work	See Scope of Work and Specific Instructions

3. **OBTAINING PROPOSAL DOCUMENTS**

Specifications and proposal documents may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski DPW Complex, 40 Moody Road, Enfield, CT 06082, telephone number (860) 763-7599 or the Town's website, www.enfield-ct.gov.

4. **PROPOSAL SUBMISSION INSTRUCTIONS**

- A. One (1) original and two (2) copies of all proposals must be submitted in a sealed envelope clearly marked "Electrical Services Trades Proposal". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Proposals must be at the Office of the Director of Finance by the time of the Public Proposal Opening date noticed in Section 2 titled **KEY EVENT DATES**. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Proposal Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.
- D. Proposals are considered valid for ninety (90) days after proposal(s) are opened. Proposers may not withdraw, cancel or modify their proposal for a period of ninety (90) days after proposal(s) are opened.

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

- E. Proposals must be signed by an authorized person representing the legal entity of the Proposer.
- F. The inability to meet any specified requirements(s) must be stated in writing and attached to the proposal form, or written on the proposal form.

5. COST OF PROPOSAL DOCUMENTS

If any part of the proposal documents, including the specifications and plans, are provided on paper 18" x 24" or larger, there is a one hundred (\$100) dollar conditional refundable deposit required for each set of documents. Each Proposer may obtain no more than two (2) sets of documents. Upon returning the documents in good condition within ten (10) calendar days after the proposal is awarded, the deposit will be fully refunded. There will be no refund for documents returned later than ten (10) calendar days after the proposal is awarded.

6. PRESUMPTION OF PROPOSER BEING FULLY INFORMED

At the time the first proposal is opened, each Proposer is presumed to have read and be thoroughly familiar with all proposal and contract documents for this project. Failure or omission of the Proposer to receive or examine any information shall in no way relieve any Proposer from obligations with respect to their proposal.

7. INTERPRETATION OF ACCEPTABLE WORK

The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

8. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Proposers shall avail themselves of these exemptions.

9. INSURANCE

The Proposer awarded this proposal must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate. General liability must also include contractual liability.
- B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence.
- C. Umbrella liability, \$1,000,000 each occurrence/\$1,000,000 general aggregate.
- D. Worker's Compensation, as required by Connecticut State statute.
- E. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

- F. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.
- G. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to: "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".

10. PROPOSAL BOND

Proposers are required to furnish a proposal surety at the time the first proposal is opened in the amount of five thousand (\$5,000) dollars. The proposal surety should be in one of the following three (3) forms: (a) a bank certified check, (b) a bank check, or (c) a surety company bond. The surety company must be authorized to write such surety bonds in the State of Connecticut. Checks or bonds must be drawn to the order of "Director of Finance, Town of Enfield".

11. PERFORMANCE BOND AND PAYMENT BOND

To ensure the faithful execution of this proposal according to its provisions, the Contractor awarded this proposal must provide to the Town of Enfield, at the Contractor's expense, a performance and payment bond in the amount of five thousand (\$5,000) dollars. The bonds must be issued by a company authorized to write such surety bonds in the State of Connecticut. The bonds shall be drawn to the order of the "Director of Finance, Town of Enfield", and delivered to the Town **prior** to commencement of work. On projects less than fifty thousand (\$50,000) dollars the Contractor may substitute the performance bond (but not the payment bond), for a bank certified check or a bank cashier's check in the amount of five thousand (\$5,000) dollars.

12. GUARANTEE

The Contractor awarded this proposal shall guarantee all labor, material and workmanship for a period of one (1) year from the date of substantial completion as determined by the Town, as a condition of the performance bond.

In addition, any product warranty offered by the manufacturer or distributor in excess of one (1) year shall be given to the Town by the Contractor at the time of substantial completion.

13. PERMITS

The Contractor is solely responsible for obtaining all required permits, obtaining all necessary inspections and approvals and satisfying any and all fees. The Town will waive all Town of Enfield fees for building permits and inspections.

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

14. FAIR EMPLOYMENT PRACTICES

The Contractor agrees not to discriminate against any employee or applicant for employment in the performance of this Contractor's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other conditions proscribed by State or Federal law.

15. CONTRACT PERIOD

It is anticipated that the initial Contract period shall be from the date of award through June 30, 2014. Subsequent one (1) year renewals, at the option of the Town of Enfield, may be available for two (2) additional years. Total contract period, including all options for renewal, shall not exceed thirty-six (36) months.

16. STANDARD FORM OF CONTRACTUAL AGREEMENT

The Town of Enfield intends to execute a contract that incorporates the terms and conditions of this RFP and the successful proposal.

17. AWARDING THE PROPOSAL

The Town of Enfield reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities and to award the proposal deemed to be in the best interests of the Town.

It is the Town's policy to not award proposals to those who owe Town of Enfield prior year(s) property taxes.

The "Proposal Awarded" date in Section 2 titled KEY EVENT DATES is the date the proposal is anticipated to be awarded. It is not a date certain.

The lowest priced proposal is NOT the sole determining factor when awarding this proposal.

END OF STANDARD INSTRUCTIONS TO PROPOSERS

SPECIAL INSTRUCTIONS

Sealed proposals will be received for electrical services trades, on an as needed basis for facility and building maintenance, at Town owned and operated schools and buildings. Proposal Pricing shall be based on a per hour rate for labor and a materials basis, as indicated on the Proposal Form. Proposers must include within their labor rates, all hand tools and miscellaneous incidental materials, i.e., nails, screws, wire ties, etc., as noted in the Proposal Form, below.

Note: A copy of supplier's invoice or signed quotation from supplier is required prior to payment to verify Contractor's prices when cost of materials exceeds one hundred (\$100) dollars.

LABOR

Proposers must submit pricing for hourly rates for electrical trades.

Prevailing wage rates do not apply to this proposal.

For questions regarding this RFP, please contact Mark Gahr, Supervisor, Buildings and Grounds Maintenance Division, Public Works Department. Mr. Gahr may be contacted at 40 Moody Rd, Enfield, CT 06082, telephone number 860 253-6361.

END OF SPECIAL INSTRUCTIONS

Electrical Services Trades

SCOPE OF WORK

The following work must be performed by fully qualified and licensed electricians. The use of unlicensed or apprentice workmen will be allowed to the extent that the use complies with the statutes of the State of Connecticut. All work under this proposal that would require a building permit on private property WILL require a building permit. The fees for the permits can be waived; however, the Contractor shall be responsible for obtaining them and complying with the requirements of the Building Department.

- Item #1. Provide labor, materials, supplies, equipment, etc., as required, to install light fixtures, receptacles, switches, controls, etc.; troubleshoot electrical malfunctions, replace defective devices, etc., within the various Town owned, leased, rented or otherwise occupied facilities, or on the grounds of the same.
- Item #2. Provide labor, materials, supplies, equipment, etc., as required, to install, repair, service, etc., large, up to 200 hp, electric motors at voltages up to 600 VAC, distribution panel boards, etc.
- Item #3. Provide labor, materials, supplies, equipment, etc., as required, to replace lamps and/or fixtures on poles at ball fields, tennis courts, parking lots, etc. This work WILL include providing an aerial lift capable of being used on uneven ground and capable of reaching the lights at the various fields, courts and lots, some of which exceed 45 (forty-five) feet above ground level.
- Item #4. Provide labor, material, supplies, equipment, etc., as required, to install underground conduits between buildings to poles, from pole to pole, etc. This work WILL require providing trenching equipment and in some cases, may require hand digging.

SCHEDULING

All work shall be accomplished during normal working hours of 7:00 a.m. to 5:00 p.m. weekdays, except any work that will adversely affect the working environment within the building, i.e., noise, temperature, etc., shall be done during other than normal working hours and scheduled with the Public Works Department at least one day prior. Emergency call-in must be responded to within one (1) hour. A 24-hour emergency response number must be made available.

END OF SCOPE OF WORK

**TOWN OF ENFIELD, CONNECTICUT
PROPOSAL FORM**

**ELECTRICAL SERVICES TRADES
AT
TOWN OWNED AND OPERATED BUILDINGS AND SCHOOLS**

[PROPOSAL FORM REQUIRED RESPONSES]

Various Electrical Services

Provide prices below on a per man-hour or percentage basis as requested. The labor rates listed below are for a licensed electrician. The rates shall be reduced by _____ % for unlicensed apprentices or workmen.

Item #1. Labor – normal working hours, Monday through Friday 7:00 a.m. to 5:00 p.m.: \$_____/hour

Labor – after normal working hours, Monday through Friday 5:00 p.m. to 7:00 a.m. and Saturday: \$_____/hour

Minimum callout charge: \$_____/each

Labor – Sunday and Holidays: \$_____/hour

Materials and supplies percentage of markup over supplier's invoice: _____%

Item #2. Labor – normal working hours, Monday through Friday 7:00 a.m. to 5:00 p.m. \$_____/hour

Labor – after normal working hours, Monday through Friday 5:00 p.m. to 7:00 a.m. and Saturday: \$_____/hour

Minimum callout charge: \$_____/each

Labor – Sunday and Holidays: \$_____/hour

Materials and supplies percentage of markup over supplier's invoice: _____%

Item #3. Labor – normal working hours, Monday through Friday 7:00 a.m. to 5:00 p.m.: \$_____/hour

PROPOSAL FORM (continued)

Labor – after normal working hours, Monday through Friday 5:00 p.m. to 7:00 a.m. and Saturday: \$_____/hour

Minimum callout charge: \$_____/each

Labor – Sunday and Holidays: \$_____/hour

Materials and supplies percentage of markup over supplier's invoice: _____%

Item #4. Labor – normal working hours, Monday through Friday 7:00 a.m. to 5:00 p.m.: \$_____/hour

Labor – after normal working hours, Monday through Friday 5:00 p.m. to 7:00 a.m. and Saturday: \$_____/hour

Minimum callout charge: \$_____/each

Labor – Sunday and Holidays: \$_____/hour

Materials and supplies percentage of markup over supplier's invoice: _____%

Note: The purchase, rental, lease, etc. of any equipment or tools required to perform work under the items above shall be included in the labor cost listed. No additional payment shall be made to cover the supplier's invoice for these items.

Note: Prior to payment, in order to verify Contractor's prices, a copy of the supplier's invoice or signed quotation from supplier is required when cost of materials exceeds one hundred (\$100) dollars.

**TOWN OF ENFIELD, CONNECTICUT
PROPOSAL FORM**

**ELECTRICAL SERVICES TRADES
AT
TOWN OWNED AND OPERATED BUILDINGS AND SCHOOLS**

[PROPOSAL FORM REQUIRED RESPONSES]

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, proposal and contract documents, including any addenda, which are all made part of this proposal.

Signature of Authorized Person

Date

Printed Name of Authorized Person

Company Title of Authorized Person

Name of Company

Address of Company

City, State, and Zip Code

Telephone Number

Facsimile number

END OF PROPOSAL FORM

SAMPLE

AGREEMENT BY AND BETWEEN

THE TOWN OF ENFIELD AND _____

_____ SERVICES

This Agreement is made this _____ day of _____, 2014 by and between the Town of Enfield, a municipal corporation organized and existing under the laws of the State of Connecticut, with a principal office at 820 Enfield Street, Enfield, Connecticut 06082 (hereinafter referred to as the "Town") and _____, a Connecticut (corporation/limited liability company/partnership) located at _____, _____, Connecticut 06___ (hereinafter referred to as "Vendor").

The Town and Vendor enter into this Agreement whereby the Vendor shall provide to the Town _____ services.

The term of this Agreement shall commence on the date set forth above and shall continue for the period set forth in the Request for Proposals referenced below.

The terms and conditions of this Agreement are set forth in the following documents that are attached and made a part hereto and are incorporated by reference:

1. Request for Proposals entitled "_____";
2. the Standard Instructions entitled "_____"; and
3. Proposal entitled "_____".

This Agreement cannot be altered, modified, amended or revised except by an instrument in writing signed by the Town and Vendor.

This Agreement shall be governed by the law of the State of Connecticut.

Vendor Name

Town of Enfield

By:_____

By:_____

Matthew W. Coppler
Town Manager